

Yellowstone County



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Billings, MT 59107-5003

April 10, 2020

Board of Yellowstone County Commissioners
P.O. Box 35000
Billings, MT 59107

Dear Board Members:

Please accept this letter as a written confirmation of our department's intent on making a budget transfers within the General Fund and the Public Safety-Sheriff Fund.

Your Policy #18-121 in Section N gives my department the authority to move up to \$25,000 within a fund. This has been routinely performed over the years where unexpended funds are projected for that fund. These are then recapped both at the mid-year budget review and the end of year in one resolution for Board approval.

This letter is intended to inform the Board of our intent to move \$5,465.00 of budgeted expenditure authority from the Sheriff Fund Contingency account (2300.000.135.420180.850) to the Sheriff Fund-Admin Capital -Equipment account (2300.000.130.420110.940). The office is in relatively urgent need of a multi-purpose copier/printer to replace a failed machine. Next, we intend to move \$1,889.00 from the General Fund Contingency account (1000.000.199.411800.850) to the Treasurer's office Capital – Equipment account (1000.000.113.410540.940) to replace a laptop that is essential to operations of the treasurer in her activities as superintendent of schools.

As stated above, these changes will be listed with other transfers and adjustments given to the Board for approval at the end of FY20.

Thank you for your time and consideration in this matter.

Sincerely,

A handwritten signature in blue ink that reads "Kevan Bryan".

Kevan Bryan
Finance & Budget Director